

Laura Ingalls Wilder Elementary Art Docent Handbook



TABLE OF CONTENTS

INTRODUCTION.....	3
PTSA ART CHAIRS.....	3
ABOUT THE PROGRAM: DEEP SPACE SPARKLE.....	4
ART DOCENT TRAINING.....	4
VOLUNTEERS.....	5
ENRICHMENT CALENDAR.....	6
ART PORTABLE.....	7
SUPPLY MANAGEMENT.....	7
LESSON ORGANIZATION.....	7
DISPLAY FOR COMPLETED WORKS.....	11
END OF YEAR.....	11
ART EVENTS.....	11
APPENDIX	
Email to teachers.....	12
List of art projects (DSS & Legacy by grade).....	13

ART DOCENT INTRODUCTION

Thank you so much for volunteering for this program. Art is an integral part of a child's learning, and we are excited to have you volunteer for this program. It's truly a joy to watch their faces light up when they complete their art projects and have them up in the hallway, and to see their delight in how their clay pieces turned out.

Deep Space Sparkle (DSS) is a teacher-led program. As the class Art Docent volunteer, you support your teacher with this program, helping in the class, and with setup and clean up. Teachers are required to schedule a minimum of 6 DSS lessons, usually spaced about 1 month apart.

Clay is led by Art Docent volunteers. You teach your class how to create and glaze a clay piece. You will schedule with your teacher 2 lessons for clay (one for creating and one for glazing the piece). Each year group creates a specific clay piece that is well documented with instructions for you to use, and training will be offered so you will have the opportunity to create the piece yourself prior to your class. There is no prior clay experience necessary to teach a class, as you will have lots of support in the form of documentation and training, and from your Art Docent lead(s).

Please be sure you are an approved volunteer in the Lake Washington School District as this is necessary to run a class: <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process>.

PTSA ART CHAIRS- 2024/25 school year

- Kristen Envarli, kclarson@gmail.com, mobile: 206-617-5056
- Clara Doleac, claraz8@yahoo.com, mobile: 616-821-3170
- Chandler Wadsworth, cwadswor@live.com, mobile: 206-351-3754

ABOUT THE PROGRAM: DEEP SPACE SPARKLE

DSS is an art program adopted by the LWSD. Deep Space Sparkle offers art lesson plans and teaching resources that will help you teach art to kids, even if you aren't a great artist. It provides art lessons by grade level with corresponding books and videos. All clay lessons are thoroughly planned with step-by-step instructions and videos, and your art docent leads are on hand to provide you with any support you need. There is no prior art or clay experience needed to volunteer.

Deep Space Sparkle (DSS) lessons are run by your teacher with your support. Work with your teacher directly to determine how you can support them in the classrooms. Some teachers are very excited to teach these lessons to their students with the art docents prepping materials and providing help. Other teachers prefer more help teaching so they can do individual 1:1 support to their kids. LWSD and the Wilder principal prefers this to be teacher led.



<https://www.deepspacesparkle.com>

ART DOCENT TRAINING

A general introduction and orientation to the art docent program at Wilder is conducted at the beginning of the year and as needed (depending on new volunteers). A follow-on training specifically covering clay art projects is conducted a few weeks later.

- General trainings
 - Friday, September 27th at 2 PM in Art Portable
 - Thursday, October 3rd at 8:45 AM in the Art Portable

- Clay & Kiln Training with Jenn Jacobs: Tuesday, November 8th at 2 PM in the Art Portable

VOLUNTEERS

All Art docents are volunteers. Preferably there will be at least two Art Docents per class, but if this isn't possible, request help from the classroom parents to support you with 1 or more art projects (Room Parents can help reach out to the class parents, make use of the teacher's newsletter, a teacher email to all parents, or create a SignUp Genius to send to your teacher). Reach out to your art docent leads if you are having trouble finding volunteers and they will endeavor to find someone to help you.

- LWSD requires a background check for all volunteers.

Link: <https://www.lwsd.org/get-involved/parent-community-partnerships/art-docent>.

The district uses a volunteer management system through Raptor Technologies. When all of your volunteer application materials have been received, the volunteer office will process the application. **The approval process can take up to two weeks from the time your application was received by the volunteer office.**

- Smooth communication with teachers is essential to establish how/when art docents can support teachers. Appendix A includes an email template to send out to teachers for a first contact.
- Your role as art docent can take many forms. If you have a group of art docents working together, there is an opportunity to share jobs, switch up your volunteering roles and modulate your time commitment. Example of jobs: Sending the reminders, teaching the lesson, setting up the art display, helping as an art assistant during the lesson, prepping the materials, cleaning up, etc. These jobs could rotate throughout the year, or each person can take on a role for the entire year. Make it work for you and have fun bonding!

ENRICHMENT CALENDAR

The art docents should identify one lead to take on primary communication with the teacher and identify the timing and cadence for the art lessons.

- Work with teacher to find preferred dates/times
 - Request minimum of 1 hour for each lesson (more likely 1.5 hours)
 - Docents should plan on 2 hours including set-up/clean-up
 - Identify a primary point of contact for the teacher
 - Consider using sign up genius (if that is helpful)
- Next, reserve your classroom lesson dates and times via EMAIL to Kristen!!
 - First, check the Enrichment Calendar online to make sure your requested dates are available.
 - 2. You must reserve classroom or portable lesson dates for Art Docent. Remember you'll need TWO dates for your clay lesson.
 - Classes may not start before 9:30am and may not end after 3:30pm. Docents may enter the art portable during school hours. If enrichment classes are added before or after school, we will update the portable hours.
- Clay Lesson Reservations
 - In order to better organize the time that the kiln is being used please schedule your clay dates as follows:
 - November – January for 3rd, 4th, 5th
 - February – May for Kindergarten, 1st, 2nd
- Clay lessons require two dates and two dates with the kiln:
 - Bisque – Book one class lesson date and Book kiln use date (3-4 weeks after lesson)
 - Glaze – Book one class lesson date and Book kiln use date (1 week after lesson)
 - We will be trying to CONSOLIDATE kiln use as much as possible
 - Do a practice one or during the lesson as an extra piece that kids who are absent can do.
 - Clay dates on the same day can be helpful in the portable so there is only one set up/one clean-up for the different classrooms

ART PORTABLE

- Art portable: should be locked during school hours, you need to check in and get the building access key and art portable key from the front office.
- Please always wear a volunteer name tag or your PTSA badge.
- Need to return key back to the office as soon as you have left the art portable.

SUPPLY MANAGEMENT

- All art supplies are in the art portable, and the hall closet in SilverLake. Take a look around portable and familiarize yourself with where things are located.
- Supplies in the portable are for use of art docent projects only.
- Always return items to proper place in portable and always clean and replenish any items that you have used. If you notice that supplies are running low, please email art@wilderptsa.net or list them on the dry erase board.
- Supplies can be transported between art portable and classrooms using the foldable carts in the art portable (red and blue at the front of classroom)
- Supplies should be returned to art portable promptly after the lesson. You can prep one-time use materials in the art portable (label with your name/teacher/grade) and then limited reusable materials should be compiled right before the art project. We had issues finding materials last year.

LESSON ORGANIZATION

- **Preparation**
 - Your art docent primary contact should reach out to your teacher and co-docents the week before to confirm date/time/location
 - Student Reminders: Distribute half sheet art docent flyer to take home before the art project- Introduce artist/project and remind

- students of any important items to bring or to prepare for the lesson
- Take time to go over lesson – even experiment prior to lesson
 - Research (library, YouTube, Wikipedia) and read the artist bio
 - Book- find book and give to teacher before the project to read to the students. (Preferably a day or so before the art project)
 - Know your artist, Know your lesson! Use 1,2,3 System:
 - Lesson (element) – line, color, movement, sculpture, etc.
 - Artist – Monet, Picasso, Klee, etc.
 - Technique/Medium – use the lesson steps.
 - Practice your lesson ahead of time. Create or gather any visual aids: art samples, books, artist pic and bio, use whiteboard, anything!
 - When in doubt, email your PTSA art chairs anytime!
 - Material Prep:
 - A day or two before the lesson, you can prep the materials in the art portable. You can set them the materials aside with your name, phone number teacher, and time/date of art project.
 - Be sure to double check the supplies in the lesson. Sometimes the supply list doesn't include all the materials needed for the lesson.
 - **Teaching**
 - When planning your lessons try to plan simpler concepts early in the year and more difficult concepts toward the end of the year.
 - Prep the supplies the day before the art project (pull paper, set aside materials, etc.)
 - You may consider starting the year with the book, [The Beautiful Oops](#). It has a wonderful message about being creative that can set the tone for the school year.
 - Arrive for lesson minimum 30 minutes early to set up supplies and bring the materials in the classroom. Have your tables setup, supplies ready, and visual aids all prepared to start as soon as students arrive.
 - Be sure to plan your time very carefully, 1 hour goes by fast!
 - Use the Introduction talking points on your Lesson Plan!

- As you begin your lesson, it is helpful to break steps up and give time-limits. "Students, you have 5 minutes for sketching." Once the five minutes is up, go to the next step, "Students, you now have 12 minutes to add details." etc.
- Play music during your lessons – the boom box in the portable works great and is easily transported to the classrooms and there are several CDs available.
- Remind your students to think BIG! Fill the page! Make this your own and use your imagination
- Don't forget your end-of-lesson "Art Quiz"! Ask questions and remind the kids what element they learned in art today! 😊
- **Post-Lesson**
 - Please be sure to email us with any concerns about your lessons – did it go well? Was it a struggle? Is there something we should change? Did you have a great idea you want to share? Please communicate!
 - Please remember to properly and thoroughly clean up!
 - Cleaning supplies in the Supply Cabinet.
 - All brushes, tools, cups, buckets, and supplies must be cleaned thoroughly and replaced in their proper place. We are all sharing these materials, please be courteous to the next docent.
 - All items must be cleaned in the custodian supply room. No paint/clay water should ever be dumped into classroom or bathroom sinks – it causes plumbing issues!
 - If you are teaching in the classroom, remember to arrive early so you can retrieve your supplies from the portable.
 - If you are teaching in the portable, please remember to use buckets or milk jugs to bring any water you may need from the main building.

DISPLAY FOR COMPLETED WORKS

- **Display**
 - Determine where your hall display area is for your classroom.

- One project from your class up at a time: Be sure to not cover entire wall, due to fire code. Staplers, staple removers, tacks, and tape are available in the supplies cabinet to help with display. Please let us know if there is something you need!
- When it is time to remove your art display from the hallways, please bring ALL pieces back to the Art Portable for storage in your teacher's Class Folder! These will be used for the end of year Art Night!
- Paper clips or clips can be used to post the art projects without making holes
- Background paper can be a border

- **Mounting**
 - For each art project:
 - Use construction paper to mount your artwork if necessary. Glue dots, glue sticks, staples are all available to help with mounting. Be sure to add student name to back of mounting if permanently mounted.
 - Create laminated nameplates for each student in your class to be used on each display. First names only!
 - Art folders for the students- each student can make their own art folder and decorate and keep their art in the folder until the end of year art night.

 - For classroom hallway display:
 - Create large teacher/class laminated display placard. Some teachers have them already or you may need to create. You can use the die-cut system in the teacher workroom. Be creative!
 - Use Display Placards on our website that describes project, mount with display.

 - Classroom Folders
 - Remember that no projects are to be sent home until the end of the year

- All projects will be kept in the portable and will be used for Art Night display choices. All projects will then be sent home in individual folders at the end of the year.

END OF YEAR

All art projects will be sent home at the end of the year in individual folders. Use paper grocery bags or poster board paper to create student portfolios! Instructions are on our website.

ART EVENTS

- [Art Night and Art Auction](#)

Art Night – Thursday, May 15, 2024

Help students choose their display piece/use Art Night display cards. Create a collaborative art piece with your students for the Art Auction!

- [Traveling Museum](#)

The Art of Discovery Project is developed and presented by the Junior League of Seattle in collaboration with the Bellevue Arts Museum and brings arts learning directly to the classroom through traveling art exhibits and training for educators and PTSA docents. This unique and innovative program enables students to experience an art museum in their own school setting.

Wilder Dates: May 5th to June 13th (5 weeks)

Train Docents are trained on the art by the real art docents. Art docents can do a walk through the art pieces for each of their classes. We will have art projects that can go along with the museum.

Appendix A: Email template for the teacher

- introduce self
- days/times each month for you (recommend doing the art project immediately following a recess so they can prep the materials in advance)
- one primary point of contact for the teacher (not emailing teacher with each art docent)
- confirm number of lessons (5 Deep Space Sparkle + 1 clay project (with 2 dates) + 1 travelling art museum project)
- Discuss preference of doing art projects in Art portable vs. classroom
- start a text message thread + email thread with your fellow docents
- list of all the lessons for your grade (ask if they have a preferred order)

Appendix B: Art projects by grade

Kindergarten Project List

Deep Space Sparkle Klee Cat

[Paul Klee Cat Display](#)

Deep Space Sparkle - Stamped Flowers

[Stamped Flowers Display](#)

Deep Space Sparkle - Kandinsky's Circles

[Kandinsky Circles Display](#)

Deep Space Sparkle - Matisse Apples

[Matisse Apples Display](#)

Deep Space Sparkle - Pattern Bird

[Pattern Bird Display](#)

Deep Space Sparkle - Hooray for Fish

[Hooray for Fish Display](#)

Wilder Art Docent - Picasso Flowers

[Picasso Flowers Display](#)

Wilder Art Docent - Clay Frames

First Grade Project List

Deep Space Sparkle - Value Flowers

[Value Flowers Display Placard](#)

Deep Space Sparkle - Mister Fish

[Mister Fish Display Placard](#)

[Deep Space Sparkle - Cezanne Apples](#)

[Cezanne Apples Display Placard](#)

[Deep Space Sparkle - Head of a Man](#)

[Head of a Man Display Placard](#)

[Deep Space Sparkle - Up, Tall, and High](#)

[Up, Tall, and High Display Placard](#)

[Deep Space Sparkle - Paper Sunflowers](#)

[Paper Sunflowers Display Placard](#)

[Wilder Art Docent - Miro Line Drawings](#)

[Miro Display Placard](#)

[Wilder Art Docent - African Masks](#)

[Wilder Art Docent - Clay Bowls](#)

[Second Grade Project List](#)

[Deep Space Sparkle - Matisse Shapes](#)

[Matisse Shapes Display Placard](#)

[Deep Space Sparkle - Color Wheel Giraffes](#)

[Color Wheel Giraffes Display Placard](#)

[Deep Space Sparkle - Watercolor O'Keeffe Flowers](#)

[Watercolor O'Keeffe Flowers Display Placard](#)

[Deep Space Sparkle - Blue Dog Chalk Art](#)

[Blue Dog Chalk Art Display Placard](#)

[Deep Space Sparkle - Mr Tiger Self Portrait](#)

[Mr. Tiger Self Portrait Display Placard](#)

[Wilder Art Docent - Cherry Blossoms](#)

[Cherry Blossoms Display Placard](#)

[Wilder Art Docent - Aboriginal Animals](#)

[Aboriginal Animals Placard](#)

[Wilder Art Docent - Clay Houses](#)

[Clay Houses Friday Folder](#)

[Third Grade Project List](#)

[Deep Space Sparkle - Hundertwasser Landscapes](#)

[Hundertwasser Landscapes Display Placard](#)

[Deep Space Sparkle - Britto Mixed Media](#)

[Britto Mixed Media Display Placard](#)

[Deep Space Sparkle - Warhol Pop Art](#)

[Warhol Pop Art Display Placard](#)

[Deep Space Sparkle - Cousteau Collage](#)

[Cousteau Collage Display Placard](#)

[Deep Space Sparkle - Three Musicians](#)

[Three Musicians Display Placard](#)

[Deep Space Sparkle - Klimt Cat](#)

[Klimt Cat Display Placard](#)

[Wilder Art Docent - Lego Self Portrait](#)

[Lego Self Portrait Display Placard](#)

Wilder Art Docent - Birch Trees

[Birch Trees Display Placard](#)

Wilder Art Docent - Clay Pinch Pot Animals

[Clay Pinch Pots Friday Folder](#)

Fourth Grade Project List

Deep Space Sparkle - Watercolor Toucan

[Watercolor Toucan Display Placard](#)

Deep Space Sparkle - Stained Glass Panels

[Stained Glass Panels Display Placard](#)

Deep Space Sparkle - Rousseau Jungle

[Rousseau Jungle Display Placard](#)

Deep Space Sparkle - Watercolor Castle

[Watercolor Castle Display Placard](#)

Deep Space Sparkle - Warhol Soup Cans

[Warhol Soup Cans Display Placard](#)

Deep Space Sparkle - Cezanne Still Life

[Cezanne Still Life Display Placard](#)

Wilder Art Docent - Dali Elephants

[Dali Elephants Display Placard](#)

Wilder Art Docent Symmetrical Ink Stamp

[Ink Stamp Placard](#)

Wilder Art Docent - Copper Animals

[Copper Animals Display Placard](#)

[Wilder Art Docent - Clay Totem Poles](#)

[Fifth Grade Project List](#)

[Deep Space Sparkle - Tropical Bird](#)

[Tropical Bird Display Placard](#)

[Deep Space Sparkle - Painted Panels](#)

[Painted Panels Display Placard](#)

[Deep Space Sparkle - Buildings of NYC](#)

[Painted Panels Display Placard](#)

[Deep Space Sparkle - American Indian Tunic](#)

[Painted Panels Display Placard](#)

[Deep Space Sparkle - Klee Abstract](#)

[Klee Abstract Display Placard](#)

[Deep Space Sparkle - Viking Longship](#)

[Viking Longship Display Placard](#)

[Wilder Art Docent - Pop Art Self Portrait](#)

[Pop Art Self Portrait Display Placard](#)

[Wilder Art Docent - Charcoal Dragon Eyes](#)

[Dragon Eyes Display Placard](#)

[Wilder Art Docent - 3D Radial Symmetry](#)

[3-D Radial Symmetry Display Placard](#)

Wilder Art Docent – Clay Snowmen

Clay Snowmen Placard

[Wilder Art Docent - Clay Pinch Pot Birdbaths](#)

Clay Birdbaths Placard

[Wilder Art Docent - Art Night Art Auction](#)

[Artist Notes Art Night Display Placard](#)

[Wilder Art Docent - 5th Grade Legacy Tiles](#)

EXCITING WILDER ART PROGRAMS

Reflections

This is a nation-wide art program that recognizes several art forms. We are working to get lots of involvement, so please help spread the word! Keep an eye on the PTSA newsletter for more details.

Art Night and Art Auction

Art Night – Thursday, May 15, 2024

Help students choose their display piece/use Art Night display cards. Create a collaborative art piece with your students for the Art Auction!

Wilder Art Club (during recess)

Lunch Recess Art Club for 5th graders- Jennifer De La Port

Monthly Art Quiz and Art Project -

Monthly featured artists that students will learn about and submit quiz answers and projects to be displayed.

5th Grade Legacy Project

5th grade classes will create Legacy Tiles to be displayed permanently at school.

Yearbook Cover Art Contest

Work with the yearbook chair to create an art contest for the yearbook cover.